

FREDERICK COUNTY  
Local Emergency Planning Committee (LEPC)  
Meeting Minutes

DATE: Monday, December 12, 2011

LOCATION: American Red Cross – Frederick County Chapter  
Walkersville, MD

ATTENDEES: Dennis Dudley, FPD; Tom Meunier, FC-DPW; Tom Owens, DFRS;  
Chuck Jenkins, FCSO; Richard Himes, FC-DFRS; Barbara Brookmyer, FCHD;  
Barbara Rosvold, FCHD; Dewey Foreman, HAZMAT Vol.;  
Seamus Mooney, FC-DEP; Steve Cooper, FC-DEP; Judy Peterson, Red Cross;  
David Dunn, County Manager; Garth Phoebus, Ft. Detrick;  
Jack Markey, FC-DEM; Chip Jewell, FC-DEC; Dave Martin, FCSO;  
Robin Santangelo, FC-PIO; Todd Johnson, FCAA; John Reginaldi, MEMA

Acting Vice Chairman Mooney called the meeting to order at 0835 hours, and Chairman Dudley assumed chairing the meeting at 0840 hours.

MEETING MINUTES:

- A motion was made by R. Himes and seconded by B. Brookmyer that the minutes of the August 8, 2011, meeting be accepted as presented. The motion passed unanimously.

COMMITTEE REPORTS:

- External Committee
  - S. Mooney was elected chair of the sub-committee.
  - Two meetings have been held.
  - Had discussion on outreach to increase participation on LEPC.
    - T. Owens reached out to the Chamber of Commerce but hasn't received a response.
    - Reviewed Tier II list of reporting businesses.
    - S. Mooney recommended bringing in a guest speaker for the June meeting in effort to increase attendance.
  - Presented draft Request for Quotations for developing a functional drill for the DFRS Haz Mat Team and an EOC table-top exercise.
    - No one had any recommendations/additions/deletions for the draft; a motion will be presented later in the meeting for approving the draft.
    - A motion will be presented later to spend LEPC grant funds for this project.
- Internal Committee
  - S. Cooper was elected chair of the sub-committee.
  - LEPC website now resides within the Emergency Management site and has been updated.

OLD BUSINESS or INFORMATION:

- FY11 Grant Spending
  - Chairman Dudley asked about the purchase of gas monitoring equipment requested by DFRS Bureau Chief Leatherman.
    - Acting Secretary Cooper stated that the equipment has not been purchased, but Chief Leatherman has stated via e-mail that the equipment will be purchased soon.

➤ LEPC Exercises

- T. Johnson stated that an advisory committee meeting will be held on January 9 at 1900 hours to finalize the Swift Water Rescue exercise scheduled for February 18. They are (1) considering adding a haz mat component to the exercise to meet LEPC exercise requirements, (2) the possibility of activating the Emergency Operations Center for the exercise and (3) involving the Emergency Communications Center from the backup center.

➤ BOCC approval of revised LEPC Constitution and By-Laws

- Chairman Dudley asked about the status of the County Attorney's Office review of the revised LEPC Constitution and By-Laws.
  - S. Mooney stated he has not received a response as of this meeting.

NEW BUSINESS:

➤ A motion was made by S. Mooney and seconded by R. Himes that the Frederick County LEPC has met the LEPC Grant Eligibility Certification requirements. The motion passed unanimously.

- Chairman Dudley signed the LEPC Grant Eligibility Certification Statement for submittal to the State.

➤ A motion was made by C. Jewel and seconded by T. Meunier to appropriate \$5,000 to the 2012 DFRS functional drills and EOC table-top exercise that will meet LEPC exercise requirements. The motion passed unanimously.

➤ S. Cooper reported that two Situational Awareness Reports had been received from the National Response Center. The LEPC also received correspondence from the EPA that they would be inspecting the City of Frederick Waste Water treatment Plant on November 30.

➤ A motion was made by R. Himes and seconded by B. Brookmyer for the 2012 LEPC meetings to be held at Division of Fire and Rescue Services, 5370 Public Safety Place, Frederick, MD, on the following dates:

- February 13 (election of officers)
- April 9
- June 11
- August 13
- October 8
- December 10

The motion passed unanimously.

➤ Nominations for 2012 LEPC officers were accepted with the following results:

- Chair
  - Dennis Dudley (nominated by R. Himes)
  - Carroll Jones (nominated by D. Dunn)
- Vice Chair
  - Seamus Mooney (nominated by D. Dudley)
- Secretary
  - Steven Cooper (nominated by S. Mooney)
- Community Emergency Coordinator
  - Barbara Brookmyer (nominated by T. Meunier)
- Public Information Officer
  - Robin Santangelo (nominated by J. Peterson)

A motion was made by T. Johnson and seconded by R. Himes to close the nominations. The motion passed unanimously.

(NOTE: Election of officers will be conducted at the February 13 LEPC meeting.)

ROUNDTABLE:

- J. Markey
  - Work on the County-wide Public Safety Radio System continues, with civil work for the project finished this week. Acceptance testing will be conducted in the spring of 2012 and the system should go “live” in mid-June.
- Rick Himes
  - A regional (Haz Mat) Evidence Sampling Class was conducted in Frederick County by LSU and was well attended.
  - We hope to schedule more courses in 2012 if funding is available.
  - He continues to send out training notices from FEMA’s Center for Domestic Preparedness (CDP) and other agencies.
- J. Peterson
  - Distributed business cards with her new cell phone number.
  - The American Red Cross has completed its reorganization. As part of this reorganization, all Emergency Services is part of the Chesapeake Region based in Baltimore and she is now the Emergency Services Program Manager for Frederick and Washington Counties.
- D. Martin
  - The Sheriff’s Office is conducting its annual Emergency Operations Plan review with supervisors. The plan will be updated after the first of the year.
- J. Reginaldi
  - The Task Force of the International Association of Healthcare Security and Safety Professionals has completed the Crime Prevention Through Environmental Design Manual. It took a little over a year to complete.
  - B. Brookmyer asked if this manual covered bio-labs. He responded it did not – only medical facilities.
  - Thanked S. Mooney for introducing him to Infragard. He has been attending their meetings and trainings and has taken on the 2<sup>nd</sup> Vice President and Training Chair positions of the Maryland Chapter. On December 13, Infragard and MEMA are hosting a half day briefing on Social Networking - It’s Role in Emergency Management and How to Deal with the Media. Citizens are encouraged to join.
  - On February 7, MEMA will be hosting a 4-hour briefing on ICS Lessons Learned from the 9-11 Pentagon Attack.
  - If there are any training needs don’t hesitate to call him or check the MEMA web site. Texas Engineering Extension Service - a member of The Texas A & M University System - is an excellent resource and MEMA uses them often.
- C. Jewell
  - Department of Emergency Communications recently completed a recruit class and five new dispatchers are now working. Another class is being planned.
  - We are exercising the back-up 9-1-1 Center every Wednesday during the day shift.
  - The 9-1-1 Center has hosted a couple of international visits.
  - Parts of Frederick County may be getting the new 667 telephone exchange.
  - Sue Mosholder retired from the Department of Emergency Communications.
- T. Johnson
  - The Citizens Corp Council (CCC) once again distributed informational inserts in the Frederick News Post (FNP), this time with winter storm preparedness information. FNP has agreed to provide the insert to the CCC, and discussions are underway to post the insert on FNP’s website.

- S. Mooney stated the National Capital Region (NCR) jurisdictions is looking at adopting Safe America's initiative – that we promoted in the Emergency Preparedness Month FNP insert - to use texting communications rather than voice communications in the event of an emergency.  
(NOTE: Go to [www.safeamericaprepared.org](http://www.safeamericaprepared.org) for more information.)
- R. Santangelo
  - County officials held a Winter Storm Preparedness Briefing. The County is promoting the slogan "Ice & Snow – Take It Slow".
  - Channel 19 bulletin boards are displaying holiday safety messages. She asked if the LEPC would like to post anything.
  - As J. Markey mentioned, the County is refreshing its website.
  - WTOP has a new reporter in the area and he is looking for stories.
  - There is a new grants person working in the County Manager's Office.
- S. Mooney
  - The public side of the Everbridge Emergency Notification System is ready. We will be making a presentation to the Board of County Commissioners (BOCC) on December 20.
  - It was announced at the recent Maryland Emergency Managers Conference that MEMA has implemented a Regional Planners Program. Preeti Emrick has been assigned to the NCR. It was also reported that Homeland Security Grant Funding and the number of Urban Area Security Initiative (UASI) jurisdictions is being reduced. The Baltimore UASI could be eliminated.

Chairman Dudley stated the LEPC Acting Secretary will be distributing the membership list for review and updating. Once it is updated, he will be presenting the membership list to the BOCC after the first of the year for approval and forwarding to the State.

A motion was made by R. Himes and seconded by B. Brookmyer to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0905 hours.

The next meeting will be held on February 13, 2011, at the Division of Fire and Rescue Services, 5370 Public Safety Place, Frederick, MD 21704.

Respectively submitted by Steven Cooper, Acting Secretary.